



EL CAMINO COMMUNITY COLLEGE DISTRICT
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April 16, 2020

Board of Trustees
El Camino College

Dear Members of the Board:

I am pleased to present to you the agenda for the Monday, April 20, 2020 Board of Trustees meeting. Under the revised provisions of the Brown Act and the Bagley-Keenan Act, the Board meeting will be conducted remotely. The Board President will convene the meeting at 4:00 pm in the Alondra Room at the El Camino College Campus. Remaining members of the Board may participate via telephone or Zoom. The public may participate in Public Comment via email. There is an email account set up for *Public Comments for Closed Session Items*, and an email account set up for *Public Comments for Open Session Items*. Full information regarding the technical aspects of the Board Meeting can be found in the Board Docs site.

The Board meeting will begin **at 4:00 pm** in the Alondra room. We will open the meeting with the Roll Call and adjourn to Closed Session. Following Closed Session, we will reconvene in Open Session **at 5:00 pm**.

Presentations: There are no scheduled presentations for the April 20, 2020 meeting.

The consent agenda includes the following:

- A. Academic Affairs** has two routine agenda items. There is a recommendation to ratify an agreement with Torrance Memorial Medical Center for the loan of three ventilators. The Board of Trustees approved this at the March 23 Board meeting without the written agreement. Second, there is a recommendation to approve proposed curriculum changes effective 2020-21.
- B. Student Services** has two agenda items. There is a recommendation to approve student and staff participation in the Hispanic Association of Colleges and Universities (HACU) 25th Annual Virtual National Capitol Forum on Hispanic Higher Education. Eight students and staff members will participate in virtual meetings with elected officials and policy makers during the event. The cost will not exceed \$1,740. There is also a recommendation to approve agreements with overseas agents to recruit F-1 Visa students for the El Camino College's International Student Program (ISP) and Language Academy (ECLA). The cost shall not exceed \$1,500 per student per program.
- C. Administrative Services** has two agenda items on the consent agenda. There is a recommendation to conduct a second reading and adoption of Board Policy 3505 Emergency Response Plan. This is a legally required policy. We will commence review of past work on the Plan and develop a new Plan in accordance with this board policy. There is a recommendation to ratify purchase orders and blanket purchase orders.
- D. Measure E** has three items on the consent agenda. There is a recommendation to approve a change order with ACC Contractors for \$65,811 for the Administration Building Project. The change order includes several Owner Requested changes, several Architectural/Engineering Requirements and one Field Condition requirement. These changes are detailed in the agenda item. There is a recommendation to accept the Measure E Budgets and Balances Report, as well as a recommendation to ratify Purchase Orders and Blanket Purchase Orders.

E. Human Resources has five items on the consent agenda. There is a recommendation to approve the declaration of indefinite salaries for retroactive pay, an annual requirement by LACOE. There is also a recommendation to approve a revised job description for the Instructional Designer position. This job description was initially approved at the August 20, 2018 board meeting. With the growth in remote and online course offerings, we need to ensure the job description accurately reflects the duties of this position. Last, there are recommendations for approving personnel actions for the following:

- Academic Personnel Action Items
- Classified Personnel Action Items
- Temporary, Non-Classified Service Employees Action Items

F. Community Advancement has seven routine items relating to Employment Training Panel contracts, and Community Education course offerings. There is also a recommendation that the district ratify the acceptance of the MESA grant with funding of \$74,515.

G. President/Board has two items on the consent agenda. There is a recommendation to conduct a second reading and adoption of Board Policy 1200 Mission, Vision and Values, as well as a recommendation to excuse the absence of a Board member from the March 23, 2020 meeting.

Action Agenda:

A. Academic Affairs has two items on the action agenda. There is a recommendation to approve the 2019-20 participation agreement between Rancho Santiago Community College District and El Camino Community College District for the Strong Workforce Program (SWP). Concurrent with this, there is a recommendation that the Board of Trustees approve the amended Master Agreement between Rancho Santiago Community College District and El Camino Community College District for the SWP program. Rancho Santiago CCD is the fiscal agent for the SWP in the Los Angeles/Orange County regional consortium. The amendment to the Master Agreement extends the terms of the agreement to include 2019-20 and 2020-21 as well as updates the language in the agreement as required by the fiscal agent.

The second item under Academic Affairs is a recommendation by the Academic Senate that the District adopt a Pass/No Pass grading option for the Spring 2020 term, as part of our response to the COVID-19 pandemic. The state Chancellor has the authority under the emergency powers granted to him by the Board of Governors, to waive or suspend Title 5 regulations as needed to support student success and allow flexibility to meet student needs. Executive Order 2020-02 suspends Title 5 section 55022 requirements for P/NP grading. With this action, the El Camino College Academic Senate recommends suspension of the P/NP provisions of Administrative Procedure 4230, Grading and Academic Record Symbols, for the Spring 2020 Academic Term. Through this recommendation, a student may request a P/NP notation no later than May 15, 2020. Students need to be advised of the short and long-term impacts while filing for a P/NP notation in Spring 2020. Counselors and teaching faculty will be providing this guidance and information will be prominent on the college website and through social media channels.

B. Student Services - No Items.

C. Administrative Services – No Items.

D. Measure E - No Items.

E. Human Resources – No Items.

F. Community Advancement has one item on the Action Agenda. There is a recommendation that the Board ratify an amendment to the Clean Energy Smart Manufacturing Innovation Institute (CESMII) grant with UCLA. This amendment, titled Amendment #3 establishes a sub-award for Billing Period (BP3) for an additional \$224,440.00 for the period 2/1/20 - 1/31/21. It extends the time to complete the entire project to December 31, 2020 and increases the entire project funding to El Camino College to \$514,214.00.

G. Superintendent-President/Board has two items on the Action Agenda. There is a recommendation to approve an Addendum to a Memorandum of Understanding between the Compton Community College District and the El Camino Community College District allowing the sharing of data for research and reporting purposes. The Compton CCD needs historical student achievement data held by El Camino College during the period August 2006 – June 2019. This data is needed to prepare required reports to the Chancellor’s Office and other agencies, as well as to prepare the Compton CCD Fact Book. The data sharing agreement will end on June 30, 2020.

There is also a recommendation that the Board vote for six candidates for the California Community College Trustees Board. Trustee Combs has reviewed the qualifications of all candidates and has recommended six names for the El Camino Community College District ballot. Our votes must be cast and transmitted to the Community College League of California no later than April 25, 2020.

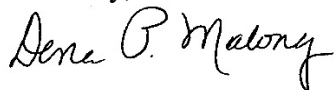
H. Future Action Items/General Information has two items. The quarterly FTES & Enrollment Management Report is included as well as an item recognizing the service of Dr. Eugene Krank, who has successfully completed two consecutive three-year terms on the Citizen’s Bond Oversight Committee.

I. Policies and Procedures has three items: IN

- Administrative Procedure 6800 – Occupational Safety (Information)
- Administrative Procedure 6600 – Capital Construction (Information)
- Administrative Procedure 6400 – Financial Audits (Information)

I am looking forward to our meeting on Monday, April 20, 2020 at 4:00 pm. As always, if you have any questions regarding the agenda, please feel free to call or email me prior to the Board meeting.

Sincerely,



Dena P. Maloney, Ed.D.
Superintendent/President